



**Carlos Jackson**  
Executive Director

**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, OCTOBER 26, 2005  
12:00 NOON  
ORCHARD ARMS  
23520 WILEY CANYON RD.  
VALENCIA, CALIFORNIA 91355  
(661) 255-5818**

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**1. Call to Order**

**2. Roll Call**

**Henry Porter, Jr., Chair**  
**Lynn Caffrey Gabriel, Vice Chair**  
**Severyn Aszkenazy**  
**Philip Dauk**  
**Sharon M.Y. Lowe**  
**Andrew Nguyen**  
**Dora Nowden**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of September 28, 2005

**4. Report of the Executive Director**

**5. Staff Presentation**

Section 8 Management Assessment Program (SEMAP) - Pat Jones

**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.



## Regular Agenda

7. **Motion to Amend Housing Authority Public Housing Homeless Policy**  
Concur with the Motion by Supervisor Burke to revise the Housing Authority's public housing homeless policy to include provisions to assist homeless victims of Hurricane Katrina, as adopted by the Board of Commissioners on September 6, 2005. (CONCUR)
8. **Approve Janitorial Maintenance Services Contract for Carmelitos and Harbor Hills (4)**  
Recommend approval and authorize the Executive Director of the Housing Authority to execute a one-year Contract for Janitorial Maintenance Services (Contract), and all related documents, with Maxim Building Care, Inc., to provide janitorial maintenance services for common areas and offices at the Carmelitos and Harbor Hills housing developments, located at 1000 Via Wanda, Long Beach and 26607 South Western Avenue, Lomita, respectively, and to use for this purpose a total of \$52,559.56 in Conventional Public Housing Program funds allocated by the U.S. Department of Housing and Urban Development (HUD). (APPROVE)
9. **Housing Commissioner Comments and Recommendations for Future Agendas**  
Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at [Marisol.Ramirez@lacdc.org](mailto:Marisol.Ramirez@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, September 28, 2005

The meeting was convened at the Housing Authority's Section 8 Program Office located at 12131 Telegraph Road, Santa Fe Springs, California.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Henry Porter, Jr. at 12:25 p.m.

<b>ROLL CALL</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Severyn Aszkenazy	X	
Philip Dauk	X	
Lynn Caffrey Gabriel	X	
Sharon M.Y. Lowe		X
Andrew Nguyen	X	
Dora Nowden	X	
Henry Porter, Jr.	X	

**PARTIAL LIST OF STAFF PRESENT:**

Bobbette Glover, Assistant Executive Director  
Rebecca Craigo, Director, Assisted Housing Division  
Jim Becker, Manager, Assisted Housing Division  
Maria Badrakhan, Director, Housing Management Division  
Carolina Romo, Manager, Housing Management Division  
Arlene Black, Manager, Housing Management Division  
Emilio Salas, Director, Administrative Services Division  
Geoffery Siebens, Manager, Construction Management Division

**GUESTS PRESENT:**

No guests were in attendance

### **Reading and Approval of the Minutes of the Previous Meetings**

On Motion by Commissioner Gabriel, seconded by Commissioner Nowden, the Minutes of the Regular Meeting of August 24, 2005, were approved.

### **Agenda Item No. 4 - Report of the Executive Director**

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover noted that the agenda packages included copies of the *Tenant Talk* and *House Notes* newsletters. Also included was information on the Brown Act Workshop to be held on October 6, 2005, at 10:00 a.m. at the Hall of Administration.

Ms. Glover reported on the Housing Authority's efforts to assist victims of Hurricane Katrina. The County and City of Los Angeles have partnered to assist approximately 2,000 evacuees, but are still awaiting FEMA airlifts to the Los Angeles area. Carlos Jackson is leading the task force responsible for identifying shelters. The County DPSS is interviewing families and providing referrals. HUD is providing 18-month temporary vouchers to assist families from the affected areas who were receiving housing assistance at the time of the hurricane.

### **Agenda Item No. 5 - Staff Presentations**

The presentation regarding the Office of Community and Education Partnership was postponed, because Linda Alexander has been called to jury service.

### **Agenda Item No. 6 Public Comments**

No members of the public were in attendance

Discussion took place on the replacement of garbage disposals in housing units, pursuant to the request made at the August 24, 2005 meeting. Staff reported that replacement is not feasible due to the history of plumbing problems caused by the garbage disposals.

Comments were made regarding the monthly Family Self-Sufficiency (FSS) report. Disappointment was expressed that alumni do not to return as mentors to assist those who follow behind them on the program.

It was noted that information on procurement advertising was included in the agenda package, as requested by Commissioner Lowe at the August meeting.

The Housing Commissioners expressed compliments regarding the quality of the *Tenant Talk* and *House Notes* newsletters.

**Regular Agenda**

**On Motion by Commissioner Dauk, seconded by Commissioner Gabriel, and unanimously carried, the following was approved by the Housing Commission:**

APPROVE ONE-YEAR CONTRACTS TO PROVIDE SECURITY GUARD SERVICES  
(ALL DISTRICTS)  
AGENDA ITEM NO. 7

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute one-year Contracts with California Security, Inc., and General Security Services, Inc., using the form of the attached Contract, to provide unarmed security guard services at the Housing Authority's business offices located in Santa Fe Springs and Lancaster, and as needed unarmed and armed security guard services on a project-by-project basis, at various properties located throughout the County that are rented, owned, or managed by the Housing Authority, to be effective after approval as to form by County Counsel and execution by all parties; and to use for this purpose a maximum annual aggregate amount of \$124,000 included in the Housing Authority's approved Fiscal Year 2005-2006 budget for this purpose.
2. Recommend that the Board of Commissioners authorized the Executive Director to execute amendments to the one-year Contracts, following approval as to form by County Counsel, to incorporate specific sites, compensation amounts, terms, and a detailed scope of work for each location; and to extend the time of performance for a maximum of two years, in one-year increments, at the same yearly aggregate amount of \$124,000, using funds to be included in the Housing Authority's approved budgets through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments for any additional as-needed services, in an aggregate amount of up to \$31,000 per year, to cover any unanticipated, needed security guard services, using the same source of funds.

**On Motion by Commissioner Gabriel, seconded by Commissioner Aszkenazy, and unanimously carried, the following was approved by the Housing Commission:**

APPROVE CONSTRUCTION CONTRACT FOR THE SEISMIC RETROFIT AT THE  
91<sup>st</sup> STREET HOUSING DEVELOPMENT (2)  
AGENDA ITEM NO. 8

1. Recommend that the Board of Commissioners find that the seismic retrofit of the 91<sup>st</sup> Street family housing development, located at 1109 W. 91<sup>st</sup> Street, in unincorporated Los Angeles, is exempt from the provisions of the California

Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$262,100, to M.L. Construction, Inc., to complete the seismic retrofit at the subject property; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 90 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$262,100 in Capital Fund Program funds, for the purpose described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$65,525 for unforeseen project costs, using the same source of funds.
4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate the Capital Funds Program funds into the Fiscal Year 2005-2006 Capital budget.

**On Motion by Commissioner Dauk, seconded by Commissioner Nowden, and unanimously carried, the following was approved by the Housing Commission:**

APPROVE CONSTRUCTION CONTRACT FOR KITCHEN REMODELING AT THE  
CARMELITOS HOUSING DEVELOPMENT (4)  
AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners find that the remodeling of kitchens in 30 accessible units at the Carmelitos family housing development, located at 1000 Via Wanda, Long Beach, CA, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$297,300, to Natural Building Maintenance Corporation to complete the kitchen remodeling at the subject property; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use \$165,000 in Community Development Block Grant (CDBG) funds allocated to the Fourth Supervisorial District and \$132,300 in Capital

Fund Program (CFP) funds, for the purpose described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$74,325 for unforeseen project costs, using CFP funds.

**On Motion by Commissioner Gabriel, seconded by Commissioner Nowden and unanimously carried, the following was approved by the Housing Commission:**

APPROVE MEDICAL PLAN CHANGES (ALL DISTRICTS)  
AGENDA ITEM NO. 10

1. Recommend that the Board of Commissioners approve the combined payment, with the Community Development Commission, of an estimated \$160,000 as the January 2006 premium to Blue Cross of California (Blue Cross) for Health Maintenance Organization (HMO) and Point-of-Service (POS) employee medical plans.
2. Recommend that the Board of Commissioners approve an increase, with the Community Development Commission, in the combined contribution under the Optional Benefit Plan and under the Flexible Benefit Plan to match the current benefit level provided by the County to its employees for the purchase medical, dental, vision and life insurance benefits, at an estimated cost of up to \$350,000, effective January 1, 2006; and authorize the Executive Director, with the Community Development Commission, to match any future increases in the Optional and Flexible Benefit Plan contributions provided by the County to its employees, for the purchase medical, dental, vision and life insurance benefits.
3. Recommend that the Board of Commissioners approve the combined payment, with the Community Development Commission, of the employer-paid subsidy for the 2006 calendar year, with Kaiser Health Plan (Kaiser), Blue Cross HMO and Blue Cross POS, at an estimated cost of \$700,000.
4. Recommend that the Board of Commissioners authorize the Housing Authority to fund all medical plan costs using funds included in the approved Fiscal Year 2005-2006 budget and funds to be approved through the annual budget process for Fiscal Year 2006-2007, as needed.

**On Motion by Commissioner Gabriel, seconded by Commissioner Aszkenazy and unanimously carried, the following was approved by the Housing Commission:**

CONSTRUCTION CONTRACT FOR REPLACEMENT OF TWO ELEVATORS AT  
WEST KNOLL SENIOR HOUSING DEVELOPMENT (3)  
AGENDA ITEM NO. 11

1. Concur with the Board of Commissioners' finding that the replacement of two elevators at the 136-unit West Knoll senior housing development, located at

838 West Knoll Drive, in the City of West Hollywood, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Concur with the Board of Commissioners' approval to award a Construction Contract, in the amount of \$685,240, to Superior Alliance Elevator Corp., to replace the elevators at the subject property, including all needed demolition, construction, and related work; and authorize the Executive Director of the Housing Authority to execute the Construction Contract, presented in the form of the attached, and all related documents, to be effective following approval as to form by County Counsel, execution by all parties and the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Concur with the Board of Commissioners' approval to award a Consultant Contract in the amount of up to \$125,000 to Rincon Consultants, Inc. for any needed environmental assessment and remediation services that may be discovered during the elevator replacement work described above; and authorize the Executive Director of the Housing Authority to execute the Consultant Contract, presented in the form of the attached, and all related documents, to be effective following approval as to form by County Counsel, execution by all parties and the issuance of the Notice to Proceed.
4. Concur with the Board of Commissions' authorization for the Executive Director to do as follows: use up to a total of \$810,240 in Capital Fund Program funds from the U.S. Department of Housing and Urban Development for the purposes described above; approve Construction Contract and Consultant Contract change orders to extend the time of performance, increase the scope of work, and increase compensation in an amount not exceeding \$162,048 for unforeseen project costs, using the same source of funds; and incorporate all funds into the Housing Authority's approved 2005-2006 Fiscal Year budget.

**Agenda Item No. 12 - Housing Commissioner Comments and Recommendations for Future Agenda Items**


No suggestions were made for future agenda items.

The next scheduled meeting of the Housing Commission will be held at 12:00 Noon on Wednesday, October 26, 2005, at Orchard Arms located at 23410-23540 Wiley Canyon Road, Valencia, CA 91355.



On Motion by Commissioner Gabriel, the Regular Meeting of September 28, 2005, was adjourned at 1:05 p.m.

Respectfully submitted,

  
for CARLOS JACKSON  
Secretary - Treasurer

**Housing Authority - County of Los Angeles**

October 26, 2005

**FOR YOUR INFORMATION ONLY**

TO: Housing Commissioners

FROM: Rebecca L. Craig, Director  
Assisted Housing Division

**SUBJECT: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

**FSS Program Update**

For the month of September, one educational scholarship was awarded to an FSS participant to assist with college tuition for Fall 2005. Bus passes were provided for 3 working families to assist with their commute to work and/or school. In addition, resources for childcare assistance, job and counseling referrals were mailed to 7 participants.

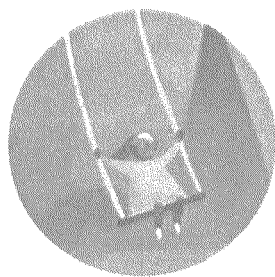
On Thursday, September 15, 2005, FSS staff met with HUB Cities Work Source Center in the City of Huntington Park to network with established partners, including businesses for job opportunities. On September 23, 2005, FSS submitted an application to receive donations from the Marine Corps *Toys for Tots*. An award letter is pending, will be notified in early November 2005.

**Graduates**

This month, 4 families graduated from the FSS program. The total number of graduates, to date is 141.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt  
Commissionreport0905



# TENANT TALK

A Publication of the Housing Authority of the County of Los Angeles for Section 8 Program participants

• FALL 2005

## Housing Authority of the County of Los Angeles

### Main Office

12131 Telegraph Road  
Santa Fe Springs, CA 90670

### Mailing Address

PO Box 2129  
Santa Fe Springs, CA 90670

Phone: (562) 347-4663  
(800) 731-4663

TDD: (562) 906-4928

Website: [www.hacola.org](http://www.hacola.org)

## Highlights In This Issue:

- Tenant Commissioner Opportunity
- Termination of Tenancy

Editor: Richard Vega

## SOUTHERN CALIFORNIA EDISON (SCE) SAVINGS AND REBATES

SCE will pay you \$35 for an old refrigerator and \$50 for an old freezer. SCE also offers rebates on energy-efficient appliances, as well as rebates for central air conditioning, central heat pump, qualified room air conditioner, evaporative cooling, qualified programmable thermostat, whole house fan, Energy Star lighting, multi-family energy efficiency, and low-income assistance. For more information, go to: [www.sce.com/RebatesandSavings/](http://www.sce.com/RebatesandSavings/)

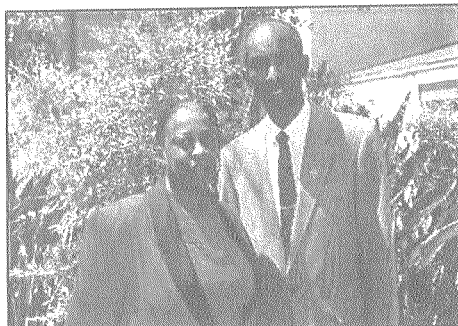
## BEWARE: CHANGES IN FAMILY OR INCOME

Section 8 Housing Choice Voucher Program participants **must** notify the Housing Authority of *changes* in family composition and income *in writing as soon as they occur*. Failure to do so will result in **termination** from the program. This is clearly spelled out in the Statement of Family Obligations. *Before* you let anyone move in, the Housing Authority and landlord *must* be notified and *approve* the move *first*.

## SURFING FOR DISCOUNTS

Visit the following websites for great discounts and/or free events:

[www.lacma.org](http://www.lacma.org),  
[www.spectrum.leece.org](http://www.spectrum.leece.org)  
[www.lacmnh.org](http://www.lacmnh.org)



*Henry Porter, Jr., Chair of the Los Angeles County Housing Commission welcomes Dora Noueden as the new Tenant Commissioner representing Section 8 Program participants.*

## TENANT COMMISSIONER OPPORTUNITY

If you are interested in participating in the decisions that govern how the Housing Authority operates, now you can apply to be a Tenant Commissioner on the Los Angeles County Housing Commission. One position is open to participants of the Tenant-Based Housing Choice Voucher Program (Section 8), and two positions are open to residents of the Conventional Public Housing Program and other properties owned or managed by the Housing Authority. One position for the Conventional Program must be filled with a person who is at least 62 years of age.

Between **October 17** and **November 16, 2005**, you may call **(323) 890-7008** or visit one of the Section 8 management offices to request an application. See the enclosed *Frequently Asked Questions* sheet for additional information. **Applications must be received or post-marked by November 18th.**

Information provided on your application may be subject to verification, and you will be asked if you have ever been convicted, fined, etc. for any offense (except non-moving traffic violations) by any court, including convictions dismissed under Penal Code 1203.4.

Applications will be screened and some candidates may be invited for interviews. The Housing Authority would like to fill the positions by early 2006.

Your application to serve as a Tenant Commissioner will not affect your housing assistance. This is not an application for housing.

## TERMINATING A PERIODIC TENANCY (MONTH-TO MONTH)

By Victor Viramontes

### Ninety-day notice

After the initial term of a lease, owners of **federally assisted** units, including units administered by the Housing Authority, must give tenants a 90 day written notice in advance of the termination of a periodic tenancy (for example, a month-to-month tenancy), if the contract will not be renewed, and they will no longer accept federally subsidized payments. The landlord must state the reason for termination on the 90-day notice.

### Sixty and 30 day notices

After the initial term of a lease, owners of **market units** (not subsidized) can end a periodic tenancy by giving the tenant a proper 30 or 60 day advance written notice. If a tenant has lived in a rental unit for a year or more, the landlord must give the tenant a 60 day advance written notice that the tenancy will end. However, the landlord can give a 30 day advance written notice in either of the following situations:

- If a tenant has lived in the rental unit less than one year, or
- The landlord intends to sell the rental unit.

### Ending a tenancy due to a serious violation: three-day notice to quit; three-day notice to cure or quit

For both federally assisted and market units, a landlord can also give a written three-day advance written notice to terminate a tenancy for good cause. Good cause to evict a tenant includes:

- Failure to pay the rent.
- Violation of any material provision of the lease or rental agreement.
- Materially damaged the rental property.
- Substantially interfered with other tenants, guests, management or vendors.
- Used the rental property for an unlawful purpose, such as selling illegal drugs.

If the breach by the tenant is "curable," the landlord must give the tenant the right to cure the breach (i.e. three-day notice to cure or quit); otherwise the landlord can serve the three-day notice to quit.

## HOUSING COMMISSION MEETINGS

The Housing Commission of the Housing Authority of the County of Los Angeles (HACoLA) meets once a month at various locations around the County. The Commission is appointed by the Board of Supervisors to oversee and advise the Board on all Housing Authority activities and programs. Public participation at Commission meetings is encouraged, and there is time scheduled on the official agenda for public commentary. For information on dates, times, and locations of Commission meetings, please visit the Housing Authority's website at [www.hacola.org](http://www.hacola.org) and click on "Housing Commission Meetings."

## KEEPING COOL WITH MOTOR AID

For those of you who may travel on the freeway from time to time, here is some handy information from L.A. Metro.

Effective July 1, 2005, you can use your cellular phone as a call box to request non-emergency motorist aid. By dialing #399 from your cellular phone, you can request Metro Freeway Service Patrol tow service, report freeway hazards, contact your auto club or report freeway damage or needed repair.

Note...#399 does not replace 911 emergency services if you need medical, fire department or law enforcement response. To read more about the new service, please click on the link: [http://www.metro.net/press/2005/06\\_june/metro\\_095.htm](http://www.metro.net/press/2005/06_june/metro_095.htm)

## Gas Company Assistance Programs

- CARE/Limited-income rates
- DAP Weatherization & Furnance
- Gas Assistance Fund
- Medical Baseline Allowance
- LIHEAP & Other Programs
- State Assistance Programs
- Level Pay Plan
- Payment Arrangements
- Late Bill Notification
- Money Saving Tips
- Rebates and Other Programs

### Payment Programs

Even out the monthly ups and downs of your gas bill with our Level Pay Plan. We also offer special payment arrangements.

### Other Assistance Programs

You may qualify for other programs, such as LIHEAP and other State Assistance Programs.

[www.socalgas.com/residential/assistance/](http://www.socalgas.com/residential/assistance/)

Or call (800) 427-2200.

## PARTICIPANT COMPUTER/INTERNET SURVEY

We want to survey our participants regarding the Internet. Please let us know:

- Is there a computer in the home? If so, do you have Internet access? If so, what type? (dial up, cable, DSL)
- If not, do you have access to a computer and the Internet? How frequently do you access the Internet?
- Do you review the HACoLA website? How frequently? What do you think of it?
- Would you go to the website at [www.hacola.org](http://www.hacola.org) to obtain information?
- Would you use a Frequently Asked Questions (FAQ) section for tenants if it were available online? If so, what information or resources would you like to be made available online? (For example, forms, phone directory, ability to schedule appointments)

Please call **Tenant Talk** Editor, Richard Vega at (562) 347-4663, ext.8186, or e-mail him at [rvega@lacdc.org](mailto:rvega@lacdc.org), with the answers, or mail this newsletter back to us, with your answers, to Housing Authority of the County of Los Angeles (HACoLA), 12131 Telegraph Road, Santa Fe Springs, CA 90670.

## DON'T VIOLATE THE FAMILY OBLIGATIONS!

By Liz Matusow

**Family obligations are the rules you must follow if you receive Section 8 assistance from the Housing Authority. You agreed to these terms when you accepted your voucher and signed the Certified Statement of Family Obligations. It is important that you and your household take all family obligations seriously.**

**The Housing Authority enforces the family obligations. You must follow the rules if you wish to remain on the Section 8 program. Here are some of the basic do's and don'ts of the family obligations.**

- **DO provide any requested information.** The Housing Authority must receive information such as your income and family composition, in order to confirm your continued eligibility to receive Section 8 assistance.
- **DO report changes in income and family composition.** You must notify the Housing Authority immediately, in writing, of any increases or decrease in income. You must also immediately report any change in family composition, including births, adoption or court-awarded custody of a child in your household.
- **DO report absences.** You must give immediate written notice if a family member no longer lives in the unit. Your family must be living in the unit and must notify the Housing Authority in advance, if the family will be absent from the unit for more than 30 days.
- **DO attend any scheduled appointments.** You must notify the Housing Authority if you cannot attend an appointment. This includes making sure that you or another adult is present for any scheduled inspections of the unit.
- **DO notify the Housing Authority if you plan to move.** You must provide written notice at least 30 days before vacating the unit. You also must immediately give the Housing Authority a copy of any notice to move that you receive from the owner.
- **DON'T give false or incomplete information.** You must report all income from all sources, for all household members. The information you submit is verified. The Housing Authority also conducts random credit reviews, and will follow up on any discrepancies.
- **DON'T allow unauthorized people to live in the unit.** The Housing Authority must approve the composition of the assisted family in the unit. You must not allow anyone to live in the unit who is not approved. You must seek Housing Authority approval before adding anyone to the household.
- **DON'T damage the unit.** You must keep the unit in good condition, pay utilities and provide any appliances as specified in your lease.
- **DON'T engage in criminal activity.** Drug-related and violent criminal activity, and any other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises, is in violation of the terms of your assistance.
- **DON'T commit any fraud in connection with your housing assistance.** This includes falsely reporting your income and allowing unauthorized people to live in the unit. The Housing Authority has expanded its fraud program and is authorized to investigate any reports of fraudulent activity.

Failure to comply with the family obligations can cause you to be terminated from the Section 8 program. It isn't worth it. Abiding by the family obligations is simply keeping your end of the deal. Don't risk losing your assistance! Make sure you follow the rules.



*Tenant Talk is a publication of the Housing Authority of the County of Los Angeles, which is dedicated to building better lives and better neighborhoods. For questions regarding this newsletter, please contact Tenant Talk Editor Richard Vega at the Housing Authority of the County of Los Angeles, P.O. Box 2129, Santa Fe Springs, CA 90670, or at (562) 347-4663, ext. 8186.*



## **Notice of Tenant Commission Vacancy**

The Housing Authority of the County of Los Angeles has three vacancies for Tenant Commissioners on the Los Angeles County Housing Commission. One person will represent Tenant-Based Housing Choice Voucher (Section 8) Program participants and two will represent residents of Conventional Public Housing Program developments and other properties owned or managed by the Housing Authority. One position for the Conventional Program must be filled with a person who is at least 62 years of age.

### ***QUESTIONS AND ANSWERS ABOUT SERVING AS A TENANT COMMISSIONER ON THE LOS ANGELES COUNTY HOUSING COMMISSION***

**Q. If I do not apply to become a member of the Housing Commission, will my housing assistance be affected?**

**A. No.** Applications for housing assistance and for Housing Commission membership are totally separate.

**Q. What is the Los Angeles County Housing Commission?**

**A.** The Housing Commission is a group of nine persons who are appointed by the Board of Supervisors to provide advice and recommendations on the administration of the Housing Authority's programs.

**Q. Who serves on the Housing Commission?**

**A.** There are a total of nine members. Non-Tenant Commissioners are selected by the Board of Supervisors to represent each of the five Supervisorial Districts. Tenant Commissioners are selected through a process conducted by the Housing Authority. Two Tenant Commissioners represent participants in the Tenant-Based Housing Choice Voucher (Section 8) Program, and two represent participants in the Conventional Public Housing Program and residents of other Housing Authority-owned or managed properties.

**Q. Who can apply to serve on the Housing Commission?**

**A.** You must be a program participant in good standing with the Housing Authority and at least 18 years of age. A background in community service, volunteerism and a sincere interest in the Housing Authority and its programs are desirable qualifications.

Information provided on your application may be subject to verification, and you will be asked if you have ever been convicted, fined, etc. for any offense (except non-moving traffic violations) by any court, including convictions dismissed under Penal Code Section 1203.4.

***More.....***

**Q. How do I apply to become a Tenant Commissioner?**

- A.** You may call the special telephone number or visit one of the Section 8 or Conventional management offices listed below to request an application between October 17 and November 16, 2005. Then return the completed application and two letters of recommendation to the Housing Authority by the deadline of **November 18, 2005**. Applications will be screened and some applicants may be invited for interviews. Successful applicants will be recommended to the Board of Supervisors for two-year appointments, beginning in early 2006. Appointments may be renewed for an additional two years, based on the recommendation of the Housing Authority's Executive Director.

**Q. What are the responsibilities of Tenant Commissioners?**

- A.** The selected Tenant Commissioners will be asked to attend meetings on the fourth Wednesday of each month at the Housing Authority's main office in Monterey Park or at housing developments throughout the County. The Tenant Commissioners will review and cast votes with other Housing Commissioners on matters that directly affect the Housing Authority. This may include voting on contract awards, policies and procedures, the annual budget, etc. Tenant Commissioners may also represent the Housing Authority at conferences, grand openings and other events. Compensation is provided for meeting attendance and related expenses.

**Q. How long do Tenant Commissioners serve?**

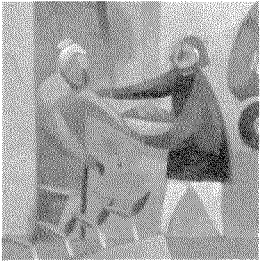
- A.** Tenant Commissioners serve two-year terms, and can be reappointed for second terms if recommended by the Executive Director of the Housing Authority.

**PLEASE CALL (323) 890-7008 BY NOVEMBER 16, 2005 TO REQUEST AN APPLICATION OR VISIT THE FOLLOWING LOCATIONS:**

- |                       |   |
|-----------------------|---|
| • Santa Fe Springs    | 12131 Telegraph Rd., Santa Fe Springs                     |
| • Harbor Hills        | 26607 South Western Ave., Lomita                          |
| • Carmelitos          | 1000 Via Wanda, Long Beach                                |
| • Nueva Maravilla     | 4919 Cesar E. Chavez Ave., Los Angeles                    |
| • Kings Road          | 800 North Kings Rd., West Hollywood                       |
| • South Scatted Sites | 230 East 130 <sup>th</sup> Street, Suite 200, Los Angeles |
| • Orchard Arms        | 23410 Wiley Canyon Rd., Valencia                          |
| • Ujima Village       | 941 East 126 <sup>th</sup> Street, Los Angeles            |

**APPLICATIONS MUST BE RECEIVED BY THE HOUSING AUTHORITY OR POST MARKED NO LATER THAN NOVEMBER 18, 2005 AT 5:00 P.M.**

***THIS IS NOT AN APPLICATION FOR HOUSING ASSISTANCE.***



# HOUSE NOTES

A Newsletter for Los Angeles County Section 8 Owners

- Housing Authority of the County of Los Angeles
- FALL 2005

## Housing Authority of the County of Los Angeles

### Main Office

12131 Telegraph Road  
Santa Fe Springs, CA 90670

### Mailing Address

PO Box 2129  
Santa Fe Springs, CA 90670

Phone: (562) 347-4663

(800) 731-4663

TDD: (562) 906-4928

Website: [www.hacola.org](http://www.hacola.org)

## Highlights In This Issue:

- Housing Authority Award
- Pass or Fail Inspections
- Handicapped Win Fair Housing Settlement
- Ending a Tenancy Due to Serious Violations

Editor: Richard Vega

## THANK YOU

The staff at the Housing Authority would like to thank you for your participation as a Section 8 owner. Your rental units help provide a total of over 20,000 low income families in Los Angeles County with a decent, safe, and sanitary place to call "home." It is your partnership that has made this program such a great success.

## HOUSING COMMISSION MEETINGS

The Housing Commission of the Housing Authority of the County of Los Angeles (HACoLA) meets once a month at various locations around the County.

For information on dates, times, and locations of Commission meetings, please visit the Housing Authority's website at [www.hacola.org](http://www.hacola.org) and click on "Housing Commission Meetings."

## HOUSING AUTHORITY AWARD

The Assisted Housing Division received a 2005 Award of Merit from the National Association of Housing and Redevelopment Officials (NAHRO) for its innovative Public Inquiry Tracking Database. The award was bestowed at the NAHRO Summer Conference, July 14-17, 2005.

The Inquiry Tracking Database is a centralized Access database that was developed to effectively manage inquiries received by the Public Liaison Unit in the Assisted Housing Division. Currently, we have a waiting list of over 135,000 applicants, and we administer over 20,000 contracts. With a program of this size, numerous inquiries are generated from a wide range of clients, including waiting list applicants, participants, landlords, our governing board, HUD, congressional representatives, and the general public.

The need arose to efficiently track and process these inquiries, which would be responded to by four staff members of the Public Liaison Unit. Each one of these inquiries requires special review, consideration, and a written response. This is of particular importance in maintaining a high level of customer service.

Prior to the development of the database, inquiries were tracked using paper forms and an Excel spreadsheet. Documents were stored in physical files and updating information and producing production reports were cumbersome and labor intensive. The development of the database began by recreating the paper forms used by the Public Liaison Unit into an Access "electronic" form, which can be viewed on a computer screen and can be used to easily enter information with the use of data fields, dropdown menus, and documentation screens. Multiple forms can easily be navigated using a tab system. Another important development of the database was the creation of an automated pending report which listed all pending inquiries, sorted by date (oldest to newest) and broken down by individual employee and totaled on the last page. This report can be used by management and staff to ensure no inquiries are missed and that they are effectively prioritized.

Since it was first used in February of 2004, the database has been used to track approximately 1,800 inquiries. It was developed with the use of current software, computer hardware and staff, therefore making the cost very minimal. Its effectiveness can be demonstrated by the minimal training required of staff, and positive feedback from employees. Staff's feedback is that the database has helped to reduce time required to log information, manually produce reports and retrieve information from physical files. It has allowed more time for researching and responding, which has reduced turnaround time.

Victor Viramontes, an Analyst with the Assisted Housing Division, coordinated the design, development, and implementation of the database, and represented the Housing Authority at the NAHRO Summer Conference Awards Ceremony.

## TERMINATING A PERIODIC TENANCY (MONTH-TO-MONTH)

By Victor Viramontes

### Ninety day notice

After the initial term of a lease, owners of **federally assisted** units, including units administered by the Housing Authority, must give tenants a 90 day written notice in advance of the termination of a periodic tenancy (for example, a month-to-month tenancy), if the contract will not be renewed, and they will no longer accept federally subsidized payments.

The landlord must state the reason for termination on the 90-day notice.

### Sixty and 30 day notices

After the initial term of a lease, owners of **market units** (not subsidized) can end a periodic tenancy by giving the tenant a proper 30 or 60 day advance written notice. If a tenant has lived in a rental unit for a year or more, the landlord must give the tenant a 60 day advance written notice that the tenancy will end. However, the landlord can give a 30 day advance written notice in either of the following situations:

- If a tenant has lived in the rental unit less than one year, or
- The landlord intends to sell the rental unit.

In general, a 30-day or 60-day notice doesn't have to state the landlord's reason for ending the tenancy, unless a local rent ordinance requires it.



**PASS OR FAIL: WHAT  
RATES AN "F" IN THE  
ABC'S OF HQS**

While Assisted units must meet all HQS (Housing Quality Standards) performance requirements in order to pass an inspection, HACoLA inspectors have compiled a list of serious deficiencies that could cause a unit to fail an inspection. Here is a sampling:

- No TPR/Drainpipe on water heater
- Clogged toilets, sinks, wash basins, or bathtubs
- Tripping hazards such as torn carpet or linoleum flooring
- Missing or inoperable smoke detectors
- Vermin infestation
- Broken doors or windows
- Double cylinder locks
- Inoperable stove or refrigerator
- Leaking or damaged roofs
- Flammable products near water heater
- Inoperable bedroom security window mechanism is inoperable
- Inoperable window locks

**ADVISORY**

Participating owners should schedule regular visits to their properties to:

- 1) confirm condition of the subsidized unit, and
- 2) confirm that the participant is still residing in the unit.

**Ending a tenancy due to a serious violation: three -day notice to quit; three-day notice to cure or quit**

For both federally assisted and market units, a landlord can also give a written three-day advance written notice to terminate a tenancy for good cause. Good cause to evict a tenant includes:

- Failure to pay the rent.
- Violation of any material provision of the lease or rental agreement.
- Materially damaged the rental property.
- Substantially interfered with other tenants, guests, management or vendors.
- Used the rental property for an unlawful purpose, such as selling illegal drugs.

If the breach by the tenant is "curable," the landlord must give the tenant the right to cure the breach (i.e. three-day notice to cure or quit); otherwise, the landlord can serve the three-day notice to quit.

**KEEPING COOL WITH MOTOR AID**

For those of you who may travel on the freeway from time to time, here is some handy information from L.A. Metro.

Effective July 1, 2005, you can use your cellular phone as a call box to request free non-emergency motorist aid. By dialing #399 from your cellular phone, you can request Metro Freeway Service Patrol tow service, report freeway hazards, contact your auto club, or report freeway damage or needed repair.

Please note that using #399 does not replace 911 emergency service if you need medical, fire department, or law enforcement response.

**FAIR HOUSING SETTLEMENT OPENS DOORS FOR DISABLED PERSONS IN SAN DIEGO**

***Developer to pay \$1.2 million***

**WASHINGTON** - The U. S. Department of Housing and Urban Development today announced that a landmark, \$1.2 million disability settlement was reached with Lambert Development LLC, Roel Construction Co., Inc., and Carrier Johnson, the developers and general contractors of a high-rise condominium complex in San Diego, Calif. The settlement resolves a complaint alleging violations of the Federal Fair Housing Act.

"The Fair Housing Act requires that multi-family housing, first occupied after March 13, 1991, be designed and constructed, so that persons with disabilities can access and use the premises," said Floyd May, General Deputy Assistant Secretary of the Office of Fair Housing and Equal Opportunity. "Through settlement agreements, such as this one, HUD is ensuring that housing is available on equal terms to all Americans."

Lambert Development LLC, Roel Construction Co., Inc., and Carrier Johnson voluntarily cooperated in settling the discrimination complaint against the 221-unit Renaissance Condominium Development in San Diego.

Michael Felchlin, a condominium owner, filed the complaint alleging he had to request and pay for accessibility modifications that, by law, should have been included in the complex when it was constructed in 2003. Among the modifications Felchlin made were modifications to the master bathroom and its threshold, the widening of the master bathroom entryway, and the installation of a roll-in shower, instead of the tub and shower that appear in the original plans. Felchlin paid \$15,000 for the accessible modifications in his master bathroom.

HUD's Office of Fair Housing and Equal Opportunity investigated the complaint and was able to successfully conciliate the case. Lambert Development LLC, Roel Construction Co., Inc., and Carrier Johnson agreed to make approximately \$200,000 in common-area retrofit improvements, and contribute \$1.2 million dollars up-front, for the establishment of a structured retrofit-trust fund. The settlement will benefit and enable aggrieved residents and future residents with disabilities to make needed accessibility improvements.

The agreed-upon retrofits include the modification of building entrances, the creation of more accessible mail receptacles in the mailroom, the modification of doors in the corridors, exercise room, and public bathrooms, and making the common-area kitchen and bathrooms accessible. Other dwelling unit retrofits may involve widening doors, lowering thresholds, making lavatories accessible, creating more clear floor space in bathrooms for wheelchairs, and reinforcing walls to enable the installation of grab bars as needed in some toilet and bathtub areas.

"We are pleased that Lambert Development LLC, Roel Construction Co., Inc., and Carrier Johnson recognized their responsibility and cooperated in resolving this matter in HUD's administrative case process without burdening the government and public with potential litigation expenses," said May. "This is a win for all involved."

Individuals who believe they may have been victims of housing discrimination may call the Department's Fair Housing and Equal Opportunity Office at 800-669-9777 or TDD at 800-927-9275. Additional information is available on HUD's website at [www.hud.gov](http://www.hud.gov).




House Notes is a publication of the Housing Authority of the County of Los Angeles, which is dedicated to building better lives and better neighborhoods. For questions regarding this newsletter, please contact House Notes Editor, Richard Vega at the Housing Authority of the County of Los Angeles, P.O. Box 2129, Santa Fe Springs, CA 90670 or at (562) 347-4663, ext. 8186.



**Housing Authority - County of Los Angeles**

October 19, 2005

TO: Honorable Housing Commissioners  
FROM:  Bobbette Glover, Assistant Executive Director

**SUBJECT: ASSISTANCE TO THE VICTIMS OF HURRICANE KATRINA**

On September 6, 2005, the Board of Commissioners adopted a Motion by Commissioner Burke amending the Housing Authority's public housing homeless policy to include provisions to assist families who resided in public housing and became homeless as a result of Hurricane Katrina, a federally declared disaster.

Accordingly, the Housing Authority's **Admissions and Continued Occupancy Policy** has been revised to include the following: Hurricane Katrina victims will receive priority preference over other public housing waiting list placeholders; referrals for housing assistance will be accepted from other organizations, including public housing authorities and FEMA; and the total number of persons assisted through the Housing Authority's homeless program will be increased, with a percentage set aside for victims of Hurricane Katrina.

It is requested that the Housing Commission concur with the Motion adopted by the Board of Commissioners, which is in accordance with the recommendations of the U.S. Department of Housing and Urban Development.

**MOTION BY SUPERVISOR BURKE**

On August 29, 2005, Hurricane Katrina struck the Gulf Coast area of the United States, causing unprecedented and catastrophic damage to property, significant loss of life, and the displacement of over 253,000 residents from their homes.

In the aftermath of Hurricane Katrina, the Housing Authority of the County of Los Angeles ("Housing Authority") is revising its public housing homeless program policy to include families that resided in public housing and became homeless as a result of a catastrophic event that is a federally declared disaster.

**I, THEREFORE, MOVE THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY:**

1. Instruct the Executive Director of the Housing Authority to amend the public housing Admissions and Continued Occupancy Policy (ACOP) to state that families that resided in public housing and became homeless as a result of a catastrophic event that is a federally declared disaster will receive a priority preference over other public housing waiting list placeholders.
2. Instruct the Executive Director to amend the ACOP to state that referrals of families that resided in public housing and became homeless as a result of a catastrophic event that is a federally declared disaster will be accepted from relief organizations such as the Federal Emergency Management Agency (FEMA), Real Estate Assessment Center (REAC), other housing authorities, the American Red Cross and the Salvation Army.
3. Instruct the Executive Director to amend the ACOP to state that the number of persons housed through the Housing Authority's homeless program will increase from 25 percent to 50 percent of the total number of public housing vacancies on July 1<sup>st</sup> of each year, with the 25 percent increase to provide housing for families that resided in public housing and became homeless as a result of a catastrophic event that is a federally declared disaster.
4. Find that the aforementioned amendments to the ACOP are not "significant" in that they minimally alter the existing homeless program policy and are in accordance with the U. S. Department of Housing and Urban Development recommendations.

**MOTION**

Burke

Yaroslavsky

Knabe

Antonovich

Molina



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

October 26, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, CA 91755

Dear Commissioners:

**APPROVE JANITORIAL MAINTENANCE SERVICES CONTRACT FOR  
CARMELITOS AND HARBOR HILLS HOUSING DEVELOPMENTS (4)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year Contract for Janitorial Maintenance Services (Contract), and all related documents, with Maxim Building Care, Inc., to provide janitorial maintenance services for common areas and offices at the Carmelitos and Harbor Hills housing developments, located at 1000 Via Wanda, Long Beach and 26607 South Western Avenue, Lomita, respectively, and to use for this purpose a total of \$52,559.56 in Conventional Public Housing Program funds allocated by the U.S. Department of Housing and Urban Development (HUD).
2. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year Contract, following approval as to form by County Counsel, to extend the time of performance for a maximum of two years, in one-year increments, at the same yearly amount, using funds to be approved through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the Contract, following approval as to form by County Counsel, in an amount not to exceed \$13,139.89

per year, to provide for any unforeseen needed janitorial maintenance services, using the same source of funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Contract to provide janitorial maintenance services at the Carmelitos and Harbor Hills housing developments.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The maximum amount for all three years of the Contract, if fully extended, will be \$157,678.68, excluding any contingency monies.

For the first year of services under the Contract, the Housing Authority will use a maximum of \$52,559.56 included in the Housing Authority's approved Fiscal Year 2005-2006 budget for this purpose.

After the first year, the Housing Authority may extend the Contract for an additional two years, in one-year increments, at the same yearly compensation, contingent upon the availability of funds. Funds for years two and three of the Contract, if extended, will be included in the Housing Authority's approved budget through the annual budget process.

A 25 percent contingency, in the amount of \$13,139.89 per year, is also being set aside to provide for any unforeseen needed janitorial maintenance services.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Carmelitos housing development consists of 713 units, of which 558 are family units and 155 are senior units. The site contains common areas for use by residents and/or staff that require daily, weekly, and monthly janitorial maintenance services. These buildings provide community rooms, conference rooms, classrooms, computer and other training rooms, and offices, as well as community kitchens and restrooms. Also included are the common areas of the senior center complex, including elevators, lobbies, hallways, and laundry rooms.

The Harbor Hills housing development consists of 300 units, of which there are 220 units for families and 80 units for seniors. This site contains five common area buildings, which include a community room, a conference room, a computer training room, a gymnasium, and offices, as well as community kitchens and restrooms.

Under the proposed Contract, Maxim Building Care, Inc. will perform basic janitorial maintenance services for the common areas identified above at the Carmelitos and

Harbor Hills housing developments. These services will include sweeping, vacuuming, dusting, and other cleaning services to ensure the facilities are clean and available for regular use.

The proposed services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) or the General Relief Opportunity for Work (GROW) Programs implemented by the County of Los Angeles. Instead, Maxim Building Care, Inc. must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Housing Authority has determined that Maxim Building Care, Inc. complies with the Housing Authority's Living Wage Program requirements.

The Contract has been approved as to form by County Counsel and executed by Maxim Building Care, Inc.

#### **ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), this project is excluded from the National Environmental Policy Act, because it involves activities that will not alter existing environmental conditions. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

#### **CONTRACTING PROCESS:**

On July 18, 2005, an Invitation for Bids (IFB) process was initiated to identify contractors to provide janitorial maintenance services for the Housing Authority. Notices were mailed to 145 firms identified from the Housing Authority's vendor list. Announcements appeared in nine local newspapers and on the County's WebVen website. A copy of the IFB was also posted on the Housing Authority's website. Twenty-nine contractors participated on July 28, 2005 in the Pre-Bid Conference. Nine bids were received on August 16, 2005, one of which did not meet the minimum bid document requirements.

The lowest bid, submitted by Reliable Building Maintenance, Inc., did not meet the Living Wage Program requirements, as stated in the IFB, and was found to be nonresponsive. The second lowest bid, submitted by Maxim Building Care, Inc. was determined to be responsive to the requirements in the IFB and is, therefore, being recommended for the Contract award.

Honorable Housing Commissioners  
October 26, 2005  
Page 4

The Summary of Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT PROGRAMS:**

The proposed Contract will provide needed janitorial maintenance services for the community areas and offices of the Carmelitos and Harbor Hills housing developments.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

CJ:ajm:Cam-HH Janitorial Svcs BL

Attachments: 2

## ATTACHMENT A

### CONTRACT FOR JANITORIAL MAINTENANCE SERVICES

#### Summary of Outreach Activities

On July 18, 2005, the following outreach was initiated to identify qualified firms to provide janitorial maintenance services for the common areas and offices of the Carmelitos and Harbor Hills housing developments.

#### A. Invitation for Bids (IFB) Advertising

IFB announcements appeared in the following nine local newspapers:

Antelope Valley Press  
Eastside Sun  
La Opinion  
International Daily News  
The Daily News

Los Angeles Sentinel  
Los Angeles Times  
Long Beach Press Telegram  
Wave Publications Group

The announcement was also posted on the County's WebVen website.

#### B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail out the IFB to 145 contractors, of which 109 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 35 bid packets were requested and distributed.

#### C. Pre-Bid Conference

On July 28, 2005, 29 contractors participated in a Pre-Bid Conference.

#### D. Bid Results

On August 16, 2005, nine bids were received. One bid did not meet the minimum bid document requirements. The lowest bid, submitted by Reliable Building Maintenance, Inc. did not meet the Living Wage Program requirements, as stated in the IFB, and was found to be nonresponsive. The second lowest bid, submitted by Maxim Building Care, Inc. was determined to be responsive to the requirements in the IFB and is, therefore, being recommended for the Contract award. The results are as follows:

Janitorial Maintenance FirmAnnual Bid Amount

Reliable Building Maintenance, Inc.	\$ 47,352.00 *
Maxim Building Care, Inc.	\$ 52,559.56
Grace Building Maintenance Company, Inc.	\$ 72,000.00
WWC Window Cleaning	\$ 72,422.64
Korean Maintenance Co.	\$ 74,256.08
Systems Management, Inc.	\$ 78,353.62
Dekar Industries, Inc., dba	\$ 113,052.00
Skyline Building Services	
Julie-Rene's Cleaning Service, LLC	\$ 132,996.61

\* Nonresponsive bid

E. Minority/Female Participation – Selected Firm

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Maxim Building Care, Inc.	Minority	Total: 50 27 Minorities 23 Women 54% Minorities 46% Women

F. Minority/Female Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Reliable Building Maintenance, Inc.	Minority	Total: 50 27 Minorities 23 Women 54% Minorities 46% Women
Grace Building Maintenance Company, Inc.	Minority	Total: 109 82 Minorities 24 Women 75% Minorities 22% Women
WWC Window Cleaning	Minority	Total: 42 39 Minorities 3 Women 93% Minorities 7% Women



Korean Maintenance Co.	Minority	Total	38
		24	Minorities
		13	Women
		63%	Minorities
		34%	Women
Systems Management, Inc.	Minority	Total	22
		21	Minorities
		1	Women
		95%	Minorities
		5%	Women
Dekar Industries, Inc., dba Skyline Building Services	Non-Minority	Total:	101
		44	Minorities
		56	Women
		44%	Minorities
		55%	Women
Julie-Rene's Cleaning Service, LLC	Female	Total:	26
		16	Minorities
		10	Women
		62%	Minorities
		38%	Women

The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

**CONTRACT SUMMARY**  
**JANITORIAL MAINTENANCE SERVICES**

**Location:** Carmelitos and Harbor Hills Housing Developments

**Bid Number:** HM05-09

**Outreach Date:** July 18, 2005

**Contractor:** Maxim Building Care, Inc.

**Services:** Contractor will provide basic daily, weekly, and monthly janitorial maintenance services for common areas and offices at the Carmelitos and Harbor Hills housing developments.

**Contract Sum:** The annual maximum cost is \$52,559.56. If the contract is continued into second and third years, the maximum amount for the second and third years is also \$52,559.56 per year, for a total three-year amount of \$157,678.68. A 25 percent contingency, in the amount of \$13,139.89 per year, is also being set aside to cover any unanticipated, needed janitorial maintenance services.